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6 February 1952

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MEMORANDUM FOR: Assistant Director for National Estimates
Assistant Director for Current Intelligence
Assistant Director for Scientific Intelligence
Assistant Director for Research and Reports
Assistant Director for Collection and Dissemination
Assistant Director for Intelligence Coordination

SUBJECT: Personnel Ceilings

1. Attached is your copy of the personnel ceiling memorandum which we discussed at the meeting today.

2. It is understood that as a result of today's discussion you will, within your own office, review the following:

a. The number of personnel that could be classified as "dead wood", assuming that appropriate disposition can be made of such personnel;

b. Possible unessential slots or activities;

c. The impact of the proposed on-duty ceiling for your office, realistically appraising the likelihood of enlisting and retaining through the entire processing cycle fully-qualified personnel;

d. Any required retrenchment in functions or responsibilities of your office which will be required if the proposed ceiling is put into effect. I would appreciate having this statement coupled with a showing of what adjustment in these proposed ceilings would be necessary in order to continue to carry out such functions or responsibilities, premised upon an economical use of personnel.

3. It is understood that some of you may have difficulty with the manner in which the ceiling for your office has been arrived at, and you may wish to discuss this with Colonel White.

4. It is hoped that the foregoing can be completed in time for us to have another meeting at 2:00 P.M. on Monday, February 11th, to consider the action to be taken by or on behalf of the Intelligence offices.

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